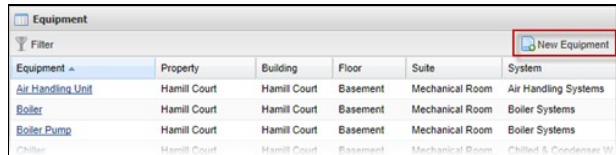


Adding Equipment

Adding Equipment:

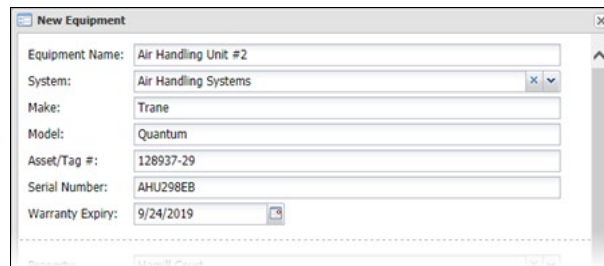
1. From the Equipment list, click **New Equipment** to create a new entry.



Equipment	Property	Building	Floor	Suite	System
Air Handling Unit	Hamill Court	Hamill Court	Basement	Mechanical Room	Air Handling Systems
Boiler	Hamill Court	Hamill Court	Basement	Mechanical Room	Boiler Systems
Boiler Pump	Hamill Court	Hamill Court	Basement	Mechanical Room	Boiler Systems
Chiller	Hamill Court	Hamill Court	Basement	Mechanical Room	Chilled & Condenser W

2. In the first section of the New Equipment window, users can provide the following information:
Equipment Name, System, Make, Model, Asset/Tag #, Serial Number, and Warranty Expiry.

- The Equipment Name and System fields are required fields; additional information can be provided at a later date.



New Equipment

Equipment Name:

System:

Make:

Model:

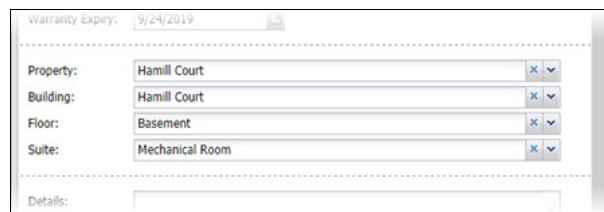
Asset/Tag #:

Serial Number:

Warranty Expiry:

3. In the next section, enter the location where the equipment resides: Property, Building, Floor, and Suite.

- The Property, Building, and Floor fields are required fields. Suite location (if relevant) can be provided at a later date.



Warranty Expiry:

Property:

Building:

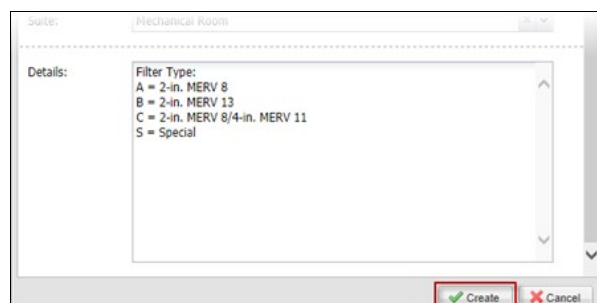
Floor:

Suite:

Details:

4. In the last section, enter any important notes concerning the equipment in the Details field, then click **Create** to add the equipment.

- The Details field is not a required field.



Suite:

Details:

5. Users are taken directly to the Equipment Details screen. The information provided on the previous screen is located in editable cards to the left; users can click on any of these cards to edit them, if permitted through Role Security.

- The References card to the bottom-left also allows users to add references (external links/URLs) to any online resources that may be available for the equipment.
- The Schedules, Work Orders, Gauges, and Attachment tabs allow users to do the following:
 - Add, edit, and deactivate work order schedules.
 - View a list of completed work orders related to the equipment.
 - Add, edit, or view gauges and gauge readings.
 - Add, edit, or remove file attachments associated with the equipment (these attachments will also be appended to scheduled work orders).
 - For a general overview of the equipment details screen, see [The Equipment Details Screen](#).